

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110005-0

CONTROL NO.

DDS/OF-075

PREPARE IN DUPLICATE

REPORTS INVENTORY

1. TITLE OF REPORT (If a fill-in report include Form No.)
ADP Management Information System Report (ADP MIS Transcript Sheet Formats F-K, Aug 1967) (Feeder Report)

2. TYPE OF REPORT
 STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA
PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
8

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)
4

7. FORMAT (memorandum, form computer print-out, etc)
Form

8. ADP PROCESSING
YES
NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
BOB Circular No. A-83

10. PREPARING COMPONENT (include lowest level contributing information to report)
PPS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
C&TD Report - Accomplishments in the Use of Digital Computers (6-15-70)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-14	\$ 11.01	1	\$ 11.01	2	\$ 22.02
GS-06	3.86	1	3.86	2	7.72
					\$ 29.74

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$ 29.74

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is an Office level feeder report to the Directorate level feeder report, prepared by DDS/IPC, to the Agency's report to BOB. Information reported is not useful to PPS. Requirement established by BOB.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
 RETAIN AS IS
 CHANGE
 DISCONTINUE
 OTHER (explain) Continue only if required by BOB and DDS/IPC

ESTIMATED SAVINGS
MAN-HOURS
DOLLARS
25X1

16. DATE OF INVENTORY
23 Sept. 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
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C/PPS

18. EXTENSION

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Classification